

# DIRECTORY OF SERVICES BY INQUIRY

<b>When you have a question about...</b>	<b>Call the following department...</b>	<b>Phone #</b>
Academic Conference Days	Educational Services	631-4744
Academic Pentathlon	Visual & Performing Arts	631-4774
Acceptable Use Agreements (Technology Agreements)	Curriculum & Instruction	631-4787
Accidents to Employees	Health Benefits	631-4722
Accidents to Students	Assistant Superintendent, Business Services	631-4678
Achieve3000/Smarty Ants	Educational Services	631-4744
Adjudicated Minor Notices	Student Services	631-4637
Administrative Expulsion Hearings	Student Services	631-4639
Administrative Leadership Institutes	Educational Services	631-4744
Administrative Software Training	Information Technology	631-4848
After-school Program	Extended Learning	631-4640
After-school Sports	Student Services	631-4634
Agreements & Contracts	Assistant Superintendent, Business Services	631-4678
Americans with Disabilities Act, Section 504 (Students)	School Health & Neighborhood Support	631-5895
Art Gallery	Visual & Performing Arts	631-4774
Attendance/Enrollment Reporting	Fiscal Services	631-4657
Audio, Visual, and Video Services	Communications/Audio & Video	631-4617
AVID – Advancement Via Individual Determination	School Sites – Jr. High/Middle Schools	Various
Awards – i.e. Distinguished School, Golden Bell	Superintendent's Office	631-4611
Back to School Nights	Educational Services	631-4626
Bakersfield Elementary Teachers Association	BETA Office	327-4567
Bell Schedules	Educational Services	631-4744
Benchmark Scheduling and Test Window	Curriculum & Instruction	631-4784
Board Meeting Information	Superintendent's Office	631-4612
Board of Education	Superintendent's Office	631-4611
Board Policy and Administrative Regulations	Instructional Support Services	631-4872
Book Donations	Instructional Materials	631-4785
Book Exhibit	Instructional Materials	631-4785
Booster Club & PTA Funds Accounting	Fiscal Services	631-4698
Boundaries for Schools Data (Study Area Grid (SAG) Guide)	Information Technology	631-4848
Boundary Inquiries (School of Residence)	Student Services	631-4729
Budgets for Schools and District	Fiscal Services	631-4697
Bus Schedules	Transportation	631-5880
Business Partnerships	Superintendent's Office	631-4611
CA Subject Examination for Teachers (CSET)	New Teacher Support	631-4694
Calendar – District Master on Website	Communications	631-4622
Calendar – School Year	Human Resources	631-4864
California Assessment of Student Performance and Progress (CAASPP)	Curriculum & Instruction	631-4784
California Basic Educational Data System (CBEDS)	Information Technology	631-4848
California School Employees Association (CSEA)	CSEA Office	631-2732
Camp KEEP	Student Services and/or School Sites	Various
Certificated Recruitment/Staffing	Human Resources	631-4859
Certificates of Insurance	Assistant Superintendent, Business Services	631-4678

Charitable Organizations - Referrals Toys for Tots, Christmas Food Baskets	Family and Community Engagement	631-4766
Charitable Organizations – Referrals Start at School Sites Gleaners, Operation School Bell	Family and Community Engagement	631-4763
Charter School Information	Instructional Support Services	631-4872
Child Abuse/Neglect Reporting	Student Services	631-4637
Class Size Reduction	Human Resources	631-4859
Classified Staffing	Human Resources	631-4876
Classroom Assessments	Curriculum & Instruction	631-4741
Classroom Observations – Student Teachers	New Teacher Support	631-4694
Collective Bargaining Contract Interpretation	Human Resources	631-4864
Community Based English Tutoring (CBET)	English Language Learners	631-3139
Community Partners in Education (CPIE) Event	Superintendent’s Office	631-4611
Complaints	Human Resources/Complaints	631-4663
Comprehensive Safety Plan	Student Services	631-4882
Computer Training	Information Technology	631-4848
Concerts (student)	Visual & Performing Arts	631-4774
Conference/Travel/Request to Attend (General Funds)	Educational Services	631-4671
Confidential Family Survey for School Meals	Nutrition Services	631-4737
Conflict of Interest Statements	Assistant Superintendent, Business Services	631-4678
Consolidated Application and Reporting System	Educational Services	631-4744
Consultants	Assistant Superintendent, Business Services	631-4678
Continuous Improvement Process	Educational Services	631-4744
Court Orders	Student Services	631-4633
CPR – Cardio Pulmonary Resuscitation	School Health & Neighborhood Support	631-5895
Crossing Guards	Transportation	631-5880
Cumulative Records	Student Services	631-4655
Curriculum Lab	Instructional Materials	631-4883
Custodians (Mobile Teams)	Maintenance & Operations	631-5883
CYRM Workshop	Instructional Materials	631-4785
Death Claims	Health Benefits	631-4722
Direct Connection	Communications	631-4621
Directory of Services	Communications	631-4618
Disabled/handicapped Students’ Education	Special Education	631-5863
Discipline of Students	Student Services	631-4633
District English Learner Advisory Committee (DELAC)	English Language Learners	631-4682
Dress Code (students)	Student Services	631-4633
Dual Immersion Programs	English Language Learners	631-4834
Early Start	Special Education	631-5863
Education Foundation/Grants	Assistant Superintendent, Business Services	631-4678
Elementary Festival Concert	Visual & Performing Arts	631-4774
Emergencies/Lockdowns	Superintendent’s Office	631-4611
Employee Accidents (Workers Compensation)	Health Benefits	631-4722
Employee Evaluations – Certificated	Human Resources	631-4862
Employee Evaluations – Classified	Human Resources	631-4566
Employee Information/Changes – Certificated	Human Resources	631-4859
Employee Information/Changes – Classified	Human Resources	631-4653
Employer/Employee Negotiations	Human Resources	631-4864

English as a Second Language Programs	English Language Learners	631-3221
English Language Advisory Committee (ELAC)	English Language Learners	631-4682
English Language Proficiency Assessment of California (ELPAC), Initial and Summative	English Language Learners	631-4833
English Learner Compliance Issues	English Language Learners	631-3221
Enrollment Requirements	Student Services	631-4729
Equipment Orders	Stores & Purchasing	631-4713
Equipment Transfers	Stores & Purchasing	631-4717
Event Requests	Communications	631-4618
Expulsion of Students	Student Services	631-4637
FACE Liaisons	Family and Community Engagement	631-4793
FACE Liaisons Professional Development	Family and Community Engagement	631-4638
Family Support Services and Resources	Family and Community Engagement	631-4766
Federal Class Size Reduction	Human Resources	631-4859
Federal Program Monitoring	State and Federal Programs	631-4695
Feeder Schools List	Educational Services	631-4744
Field Trips – Local or Out of Town	Instructional Support Services	631-4654
Financial Services	Fiscal Services	631-4697
Foster Students	Student Services	631-4910
Fred Haynes Awards	Instructional Support Services	631-4775
Gifted and Talented Education (GATE)	Curriculum & Instruction	631-4880
Grade Reports – Withholding Grades	Student Services	631-4633
Graduations Junior High/Middle Schools	Educational Services	631-4626
Grounds Maintenance	Maintenance & Operations	631-5883
Guide for Parents and Students (Publication only)	Communications	631-4621
Hall of Fame	Superintendent's Office	631-4611
Hazardous Waste Management	Maintenance & Operations	631-5883
Healthy Start	School Health & Neighborhood Support	631-5895
Hearing Screening	School Health & Neighborhood Support	631-5895
Henry Greve Speech Contest	Visual & Performing Arts	631-4774
Home and Hospital Instruction	Student Services	631-4627
Homeless Program (McKinney Vento) - Internal Ph. #1-3022	Student Services	631-4910
Illuminate Education	Curriculum & Instruction	631-4784
Immunizations	School Health & Neighborhood Support	631-5895
Independent Study Program	Student Services	631-4627
Individual Education Plan (I.E.P.)	Special Education	631-5850
Inquiries/General Information	Instructional Materials	631-4781
Instructional Integration of Technology	Curriculum & Instruction	631-4902
Instrumental Music Teachers	Visual & Performing Arts	631-4774
Insurance Information (Employees & Retirees)	Health Benefits	631-4722
Interdistrict Permits (Lives Outside District Boundaries)	Student Services	631-4729
Intern Teacher Training	New Teacher Support	631-4694
Internet Services	Information Technology	631-4848
Intradistrict Permits (Lives Inside District Boundaries)	Student Services	631-4729
Job Opportunities	Human Resources	631-4876
Jr. High/Middle School Band & Orchestra Standards Festival	Visual & Performing Arts	631-4774
Jr. High/Middle School Choir Sharing Festival	Visual & Performing Arts	631-4774

Jr. High/Middle School Choir Standards Festival	Visual & Performing Arts	631-4774
Jr. High/Middle School Honor Concert	Visual & Performing Arts	631-4774
Juliet Thorner Awards	Kathleen Kozlowski, Franklin Elementary	631-5270
Just Say No to Drugs	Student Services	631-4882
Kern County Fair (Art Participation Coordination)	Visual & Performing Arts	631-4774
Kern Urban Teacher Residency (KUTR)	Curriculum & Instruction	631-4778
Kindergarten Bridging (School Readiness)	School Health & Neighborhood Support	631-5895
Kindergarten Registration (School in session)	School Sites	Various
Language Arts (AB466 / SB472)	Curriculum & Instruction	631-4741
Late Start Days	Educational Services	631-4744
Lawsuits	Assistant Superintendent, Business Services	631-4678
Leaves of Absence Certificated Classified	Human Resources	631-4861 631-4868
Library Services	Instructional Materials	631-4785
Local Control Accountability Plan (LCAP)	Superintendent's Office	631-4611
Local Control Funding Formula (LCFF)	Superintendent's Office	631-4611
Magnet Program	Student Services	631-4844
Mail (U.S. Postal, Bulk, Intradistrict, Overnight)	Stores & Purchasing/Mail Room	631-4620
Maintenance of School Sites	Maintenance & Operations	631-5883
Mariachi Festival	Visual & Performing Arts	631-4774
Math Bowl	Curriculum & Instruction	631-4777
Math Curriculum (SB472)	Curriculum & Instruction	631-4777
McKinney Vento (Homeless Program) - Internal Ph. #1-3022	Student Services	631-4910
Menus ( School Cafeteria)	Nutrition Services	631-4735
Migrant Service & Programs	Migrant Education	631-4754
Migrant Student Identification and Recruitment	Migrant Education	631-4754
Mileage Claims	Fiscal Services	631-4693
Multi-Tiered Systems of Supports (MTSS)	Instructional Support Services	631-4665
Music Program	Visual & Performing Arts	631-4774
Musical Instrumental Rental Fair	Visual & Performing Arts	631-4774
Musical Instruments	Visual & Performing Arts	631-4774
National Assessment of Educational Progress	Curriculum & Instruction	631-4784
National Board for Professional Teaching Standards	New Teacher Support	631-4694
National Institute of School Leaders	Educational Services	631-4744
National Youth Sports Program (NYSP)	Instructional Support Services	631-4775
News Media (Public Service Announcements, Inquiries, etc.)	Communications	631-4618
Nurses at Schools	School Health & Neighborhood Support	631-5895
Nutrition Bill	Fiscal Services	631-4686
O. D. Williams Award	Instructional Support Services	631-4775
Oral Language Festival	Visual & Performing Arts	631-4774
PALS (Parents as Leaders)	Family and Community Engagement	631-4761
Parades (Participation Coordination)	Visual & Performing Arts	631-4774
Paraprofessional Test	Human Resources	631-4898
Parent Advisory Groups – DAC, DAAPAC, SPAC	Family and Community Engagement	631-4766
Parent Institute for Quality Education (PIQE)	School Sites	Various
Parent Involvement	Educational Services	631-4763
Parent Rights and Responsibilities	Student Services	631-4633

Parent University, Parent Academy, Now We're Cooking	Family and Community Engagement	631-4763
Parent Volunteer Form	Student Services	631-4882
Permit Teacher Support	New Teacher Support	631-4694
Physical Fitness Test (PFT)	Curriculum & Instruction	631-4784
Positive Behavioral Interventions and Supports (PBIS)	Instructional Support Services	631-4665
Pre-Kindergarten, State	Educational Services	631-4936
Primary Language Assessor	English Language Learners	631-3221
Primary Language Survey (Date Entry)	English Language Learners	631-3221
Principal Leadership Meetings	Educational Services	631-4744
Printing Services	Duplicating	631-4730
Pro-Act Training	Special Education	631-5850
Professional Development	Curriculum & Instruction	631-4799
Professional Development	Family and Community Engagement	631-4638
Project Lead the Way (PLTW)	Curriculum & Instruction	631-4778
PROUD Academy	Instructional Support Services	631-4775
Psychology Assessments for Students/Speech Assessments	Special Education	631-5863
Public Employees Retirement System (PERS)	Fiscal Services/Payroll	631-4700
Purchase Orders	Stores & Purchasing	631-4712
Red Ribbon Week	Student Services	631-4882
Registered Sex Offender Notices	Student Services	631-4633
Registering a Student	School Sites	Various
Repair Requests (Copiers)	Stores & Purchasing	631-4714
Report Cards	School Sites	Various
Reports (Business Systems, Students)	Information Technology	631-4848
Reservations – Building/School Facilities	Communications/Receptionist	631-4600
Reserve Officers Training Center (ROTC)/Cadet Corps	Curran Middle School only (otherwise KHSD)	631-5240
Resource Specialist – Special Education	Special Education	631-5863
Retirement Banquet	Superintendent's Office	631-4612
Salary Information	Fiscal Services/Payroll	631-4705
Certificated (A-L)		631-4704
Certificated (M-Z)		631-4703
Certificated Subs/Teacher Tutors		631-4702
Classified Aides, MPAL, CPS		631-4701
Classified Clerical, Custodians, Bus Drivers		631-4699
Management, Skilled Trades, Supervisory, and Confidential		
School Accountability Report Cards (SARC)	Curriculum & Instruction	631-4750
School Advisory Committee	Family and Community Engagement	631-4763
School Attendance Review Board (SARB)	Student Services	631-4637
School Cafeteria Questions	Nutrition Services	631-4737
School Facilities – Planning, Design, and Construction	Maintenance & Operations	631-5883
School Readiness	School Health & Neighborhood Support	631-5895
School Site Council	Educational Services	631-4695
School Site Gardens and Improvements	Maintenance & Operations	631-5883
SEAL Center (Special Education Alternative Learning)	Special Education	631-5445
Search & Serve Referrals/Rafer Johnson Childrens Center	Special Education	631-5850
Service Delivery Model Support	Educational Services	631-4744
Sign Language Interpreters (Special Education Related)	Special Education	631-5863
Single Plan for Student Achievement (SPSA)	State and Federal Programs	631-4695
Site Based Professional Learning, including LCAP Days	Educational Services	631-4744

Social Emotional Learning (SEL)	Instructional Support Services	631-4665
Software/Hardware Installation	Information Technology	631-4848
Specially Funded Clerks	State and Federal Programs	631-4695
Speech Assessment/Therapist	Special Education	631-5863
Spelling Bee	Visual & Performing Arts	631-4774
Sports Commissioner (Leo Goehring)	Stiern Middle School	631-5480
Spring Concerts at School Sites	Visual & Performing Arts	631-4774
Standards, Curriculum Alignments, Instructional	Curriculum & Instruction	631-4799
State Mandated Test Scores/Reports	Curriculum & Instruction	631-4784
Store Stock Orders	Warehouse	631-4727
Strategic Plan for the District (goals & objectives)	Superintendent's Office	631-4611
STRS (State Teacher Retirement System) Information	Fiscal Services/Payroll	631-4700
Student Body Accounting Funds	Fiscal Services	631-4698
Student Cafeteria Questions	Nutrition Services	631-4737
Student Grade Placement	Student Services	631-4633
Student Mentoring	Instructional Support Services	631-4775
Student Records	Student Services	631-4655
Student Retention, Promotion & Acceleration	Student Services	631-4633
Student Rights & Responsibilities	Student Services	631-4633
Student Search/Seizure	Student Services	631-4633
Student Suspension – Elementary Schools	Student Services	631-4637
Student Suspension –Middle Schools/Junior High Schools	Student Services	631-4633
Student Teacher Placement	New Teacher Support	631-4694
Substitute Calling Help Desk – Certificated	Human Resources	631-4861
Substitute Calling Help Desk – Classified	Human Resources	631-4868
Substitute Calling System – SmartFindExpress	Human Resources	578-6618
Summer Bridge Program	School Health & Neighborhood Support	631-5895
Summer Food Service Program	Nutrition Services	631-4740
Summer School Program	Curriculum & Instruction	631-4742
Supply Deliveries	Warehouse	631-4726
Supply Orders	Stores & Purchasing	631-4716
Supports for Immigrant Students (newcomers)	English Language Learners	631-4682
TAB –The Advisory Bulletin	Communications	631-4618
Tax-sheltered Annuities	Fiscal Services/Payroll	631-4700
Teacher Induction Program (TIP)	New Teacher Support	631-4694
Technology Agreements (Acceptable Use Agreements)	Curriculum & Instruction	631-3213
Technology Support Help Desk	Information Technology	631-4848
Teddy Bear Picnic	Education Foundation	631-4678
Telephone Repair & Installation	Information Technology	631-4848
Textbook Adoptions	Curriculum & Instruction	631-4799
Textbook Distribution and Accounting	Stores & Purchasing	631-4791
Title I Time Accounting	State and Federal Programs	631-4668
Track Meets Rafer Johnson or Coaches Choice	Special Education	631-5850
Track Meets BCSD at Bakersfield College or Valley Track Meet	Student Services	631-4634
Transitional Kindergarten (TK) – Enrollment Eligibility	Student Services	631-4634
Translation Service (Spanish/English)	Communications/Translators	631-4621

Travel and Conference Claims	Fiscal Services	631-4697
Truancy of Students	Student Services	631-4637
Tuberculosis Tests	Human Resources	631-4707
Uniform Complaint Procedures –Williams Act	Human Resources/Complaints	631-4663
Uniforms – Donation Referrals	School Sites	Various
Uniforms – Dress Code	School Sites	Various
Vision Screening	School Health & Neighborhood Support	631-5895
Vision, Values, Mission of the District (goals & objectives)	Superintendent's Office	631-4611
Volunteer Fingerprinting	Student Services	631-4634
Website – Support	Information Technology	631-4848
Website Support	Communications	631-4622
Winter Concerts at School Sites	Visual & Performing Arts	631-4774
Work Orders – Online Website	Information Technology	631-4848
Work Permits	Student Services	631-4627
Young Authors' Fair	Instructional Materials	631-4808
Young People's Concerts	Visual & Performing Arts	631-4774

Updated 09/17/18